



2014 GENERAL ELECTION JUDGE APPLICATION

(please print clearly)

Return completed form to:

City Clerk • 4141 Douglas Drive N • Crystal, MN 55422

Questions? Contact city clerk at chrisssy.serres@crystalmn.gov or (763) 531-1145

Circle One	First-Time Judge		Returning Judge	
Full Name				
Street Address			Apt	
City	MN		Zip	
Phone	Day ()		; Evening ()	
Email Address _____				
The clerk's office prefers to communicate primarily by email. Check here if you do not have access to email <input type="checkbox"/> .				
Political Party Affiliation (State law requires judges to declare a party affiliation if they are affiliated with a major political party. Judges without party affiliation cannot perform duties that require party balance.) <input type="checkbox"/> Democratic-Farmer-Labor <input type="checkbox"/> Republican <input type="checkbox"/> Independence <input type="checkbox"/> No Party Affiliation				
Availability (General Election is on November 4, 2014) <i>Check all that apply.</i>				
Opening the Polls (6:00 a.m. – 2:15 p.m.)		<input type="checkbox"/> Primary		<input type="checkbox"/> General
Closing the Polls (2:00 p.m. – approximately 9:00 p.m.)		<input type="checkbox"/> Primary		<input type="checkbox"/> General
Full Day (6:00 a.m. – approximately 9:00 p.m.)		<input type="checkbox"/> Primary		<input type="checkbox"/> General
Are you interested in working in any of these roles?	<input type="checkbox"/> Head Election Judge – Works under the direction of the City Clerk's Office to oversee all aspects of election administration in the polling place. Supervises and directs activities of the Election Judges and voters in polling place, evaluates Election Judges' performances, performs Election Judge duties.			
	<input type="checkbox"/> Assistant Head Election Judge – Assists Head Election Judge in all aspects of election administration in the polling place and performs Election Judge duties. Acts as supervisor of polling place in the absence of the Head Election Judge.			
	<input type="checkbox"/> Absentee Ballot Board – Accept and reject all in-coming absentee ballot envelopes. Run all accepted ballots through ballot counter. Requires working over many days at City Hall. You would not work at the polls on election day.			
ELECTION JUDGE JOB DESCRIPTION				
Works under the direction of the Head/Assistant Head Election Judge. Sets up polling place, operates voting equipment, directs voters where to go, registers people to vote, makes sure all qualified voters can vote, shows how to vote, gives ballots to voters, assists voters, closes polling place after voting, reports and certifies results after polls close.				
Requirements of an Election Judge		Desirable Qualities of an Election Judge		
<ul style="list-style-type: none"> • be a U.S. citizen and a Minnesota resident • not have had your voting rights revoked • read, write, and speak English • not a candidate in the election • not the spouse, parent, child, or sibling of any election judge serving in the same precinct or of any candidate on the ballot in that precinct • attend mandatory election judge training* 		<ul style="list-style-type: none"> • communicate clearly with voters • enjoy assisting and serving diverse populations • be available to work long hours • handle stressful situations calmly • demonstrate attention to detail • have excellent math skills • speak a second language 		

*Training dates (subject to change): TBD

TENNESSEN WARNING

The City is asking for this information in order to determine your eligibility to work as an election judge. Under the Minnesota Government Data Practices Act (Minn. Stat. §13.43), your name, address, telephone number, party affiliation, and personal email are private data during the application process. If you are selected, your name will be public data; your address, telephone number, party affiliation, and personal email will be private data. You may choose not to provide some or all of this private data, but it may limit your ability to participate as an election judge. By completing this information, you are consenting to allow information to be shared with payroll staff and election staff in order to administer this activity.

I attest that the information contained in this application is true and correct to the best of my knowledge and that I meet the requirements and responsibilities to work as an election judge. I have read and understand the Tennesen Warning above.

Signed:_____

Dated_____, 2014